

ADMINISTRATIVE - INTERNAL USE ONLY

30 June 1975

OFFICE OF PERSONNEL MEMORANDUM NO. 20-2-5

SUBJECT : Guidelines for Implementation of Single Ceiling  
Count

REFERENCES: (a) [ ] dtd 14 Mar 75  
(b) OPM 20-11-3, dtd 8 Apr 75

1. This memorandum supplements the information provided in [ ] Implementation of Single Ceiling Control and Reporting of All Full-Time Permanent Employees.

2. Single ceiling controls are effective 1 July 1975 for all full-time permanent (FTP) employees in appointed and contract status. The Headquarters Notice describes the conditions under which an employee is included in the personnel ceiling count as well as the several situations in which an employee is exempt from ceiling controls. The categories of employees exempt from ceiling include both appointed and contract personnel and are not mutually exclusive in their conditions.

3. Reference (b) described procedures for establishing former contract ceiling positions as full-time permanent positions on the Staffing Complement (S/C). Deputy Directors may elect to have such new positions established as graded or ungraded, but ungraded positions are restricted to use by contract personnel only and are not included in the computation of CSGA's. When graded, such new positions, once established on the S/C, may be used for the assignment of either appointed or contract personnel. Ungraded positions may be converted to graded positions upon request.

4. A new form, Request for Contract Employee Personnel Action, has been developed to effect the assignment of contract employees to the Staffing Complement. The Contract Personnel Division will be responsible for the initial assignment to Staffing Complement positions established in response to reference (b) of all full-time permanent contract personnel on duty as of 1 July 1975. All subsequent personnel actions involving reassignments, changes of status and the assignment of new FTP contract personnel to the S/C are the responsibility of the component concerned and will require preparation of the Request for Contract Employee Personnel Action form which will be forwarded to CPD for processing. Assignments may be made to the Office or Division and to Division or Branch level as appropriate to the Directorate.

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5. The control on employees who are not full-time permanent employees is a budgetary, not a ceiling, control. Temporary, Part-Time, Intermittent and other categories of non full-time permanent employees, except Summer Only employees, will for the present be listed in the Pending Reassignment section of the Staffing Complement with a code identifying the individual's status. Summer Only employees are assigned to the Development Complement.

6. The Contract Personnel Division is also responsible for the initial assignment to the Staffing Complement of the current contract employees not identified as full-time permanent employees. They will be listed in the Pending Reassignment or Development Complement, see paragraph 5, at the Office or DDO/Division level. If components wish to have these contract employee assignments shown below this level, a Request for Contract Employee Personnel Action will be required. The reporting of subsequent moves or changes in status of non full-time permanent contract employees will also require the preparation and processing of the Request for Contract Employee Personnel Action.

7. The removal from ceiling positions on the Staffing Complement of the Temporary, Part-Time and other non-ceiling appointed employees is the responsibility of the components concerned. The Form 1152, Request for Personnel Action, will reassign these individuals to Pending Reassignment with the statement in the Remarks section "Removed from Ceiling." Tour of duty data, i.e., the number of hours scheduled to be worked each week and day of the week, will also be included in the Remarks section. All subsequent reassignments and changes in status must be reported by the submission of a Form 1152.

8. The Operating Budget for FY 76 requires that all employees not categorized as full-time permanent employees, other than consultants and indigenous employees, will be charged to Subobject Class 1148. This includes both appointed and contract employees. Full-time permanent appointed employees are charged to Subobject Class 1101; full-time permanent contract employees are charged to Subobject Class 1145.

9. The establishment of the single ceiling control for all full-time permanent employees, and the impact of this concept on other categories of employees, removes the effect of ceiling restrictions as a major obstacle to appointed status for a large number of Agency contract employees. Ceiling restrictions, security factors and indefinite, but short-term, job requirements have been the principal reasons for contract employment. Under the single ceiling concept an individual who meets the criteria for appointed status in terms of qualifications, job requirements and security factors, would normally be employed in appointed status. Components

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have the opportunity to review their contract employees in terms of their individual circumstances to determine their qualifications for conversion to appointed status.

10. When there is a determination that a long-term career employment commitment is not appropriate, employees may be appointed in Reserve or Temporary status [redacted] Reserve appointments are used to meet employment requirements for more than one year but less than five years in duration. If the requirement for an individual's services is one year or less, a Temporary appointment would be the normal method of hire. Reserve or Temporary appointees may be scheduled to work full or part time.

STATINTL

11. Care must be taken to distinguish "Temporary Appointment" (a method of hire) from the phrase "Temporary Category" as defined in [redacted] The latter is concerned with exemption from personnel ceiling; it includes both appointed and contract employees. A full-time employee will be included in the Temporary Category (and excluded from ceiling) only when the term of initial employment is one year or less. Such an individual becomes a FTP employee, and is included in the ceiling count, on the effective date of any extension of a Temporary appointment or a contract which would extend the total employment agreement beyond one year. In other words, the term of the agreement determines the situation affecting the ceiling count.

STATINTL

12. Contract status remains a valid employment relationship for some employees. In most instances the local employment of the spouses of Agency employees at overseas posts, or at locations outside the Washington area, would be on contract; and it is also expected there will be individuals who, for various reasons, elect contract employment in lieu of appointed status. In addition, security factors can pose problems which would require that an individual be restricted in job or location assignment and need the particular administrative oversight offered by contract employment.

[redacted]

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